

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: **Marsik Frohling, Greshay, Schmidt, and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 6, 2016 at 8:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: **Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist.**

Meeting called to order by Marsik at 8:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the regular session meeting of the November 7, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Two (2) Bailiff	Circuit Court
One (1) Corporation Counsel	Corporation Counsel
One (1) Family Court Counselor	Family Court Counseling
One (1) Welder	Highway
One (1) Counselor – Community Support	Human Services
One (1) Economic Support Specialist	Human Services
One (1) Economic Support Specialist – Lead	Human Services
One (1) Meal Site Manager – Float	Human Services
One (1) Social Worker – CPS Intake	Human Services
One (1) Imaging Technician – Intern	Land Resources & Parks
One (1) Administrative Assistant III – L.T.E.	UW Extension

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Eske stated that at the most recent Management Council meeting, Mielke reminded department heads to submit expense reimbursements monthly. Eske explained that this is not in Policy 306 – Expense Reimbursement, however, is a directive from Mielke. Eske inquired if the Committee wanted to revise the policy. After discussion it was the consensus of the committee to bring back a revised policy.

Eske provided the committee with additional information regarding the differences between position creation and reclassification. Eske referenced a memo from Joe Rains dated 2006 noting that some of the information was union language requiring revision. Eske presented the committee with a new memo differentiating position creation and reclassification. Eske answered questions from the committee. Duchac inquired if a flowchart could be created to help determine if a change is a creation or reclassification. Eske stated she would bring back the memo and a flowchart for the next meeting.

Mindemann presented two (2) leaves of absence for consideration: one for an employee with Human Services for an unpaid Medical Leave of Absence 11/08/16-12/21/2016 and one for an employee with Human Services and Health for an extension of a previously unpaid Medical Leave of Absence for 12/01/2016-12/12/2016. Mindemann indicated that Human Resources does have supporting medical certification for both leave requests.

Motion by Duchac to approve the leave of absences as presented. Second by Schmidt.
Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - Christopher Olander, Bailiff – Branch 4, Circuit Court, \$13.15, MSC26, ST01, 12/12/2016; Christopher L. Feuerhammer, Utility II / Truck Driver – West, Highway, \$17.61, DC04, ST03, 11/21/2016; Mary B. Anton, Human Services Supervisor – Fiscal, Human Services, \$28.54, DC09, ST04, 12/05/2016. RECLASSIFICATION - Debra A. Weber, Administrative Assistant – Finance, Finance, \$16.66, DC04, ST01 - transfer from UW Ext., 11/28/2016; Paula R. Becker, Human Services Supervisor – LT/APS, Human Services, \$28.21, DC10, ST01, 10/31/2016; Diane L. Coulter, Aging and Disability Specialist III, Human Services, \$25.25 – 2017 rate, DC07, ST05 – progression, 01/06/2017; Jacquelyn M. DeLaRosa, Economic Supp. Spec. – Overpayment, Human Services, \$21.90 – 2017 rate, DC06, ST03, 01/03/2017; Amanda E. Hayes, Home and Financial Advisor III – LT, Human Services, \$18.59, DC05, ST01 - progression, 09/27/2016; Stephanie Levenhagen, Human Services Supervisor A/N/T Services, Human Services, \$30.58, DC08, ST10A, 01/01/2017; Nicole Streblow, Technical Support Specialist, Information Technology, \$19.84, DC05, ST03, 01/01/2017; Paul Beeney, Maintenance Mechanic, Physical Facilities, \$23.08, DC06, ST05, 01/01/2017; Michael Bosak, Maintenance II, Physical Facilities, \$17.31, DC04, ST02, 01/01/2017; Paul Cupery, Maintenance Mechanic, Physical Facilities, \$23.08, DC06, ST05, 01/01/2017; Anthony Jezyk, Maintenance Mechanic, Physical Facilities, \$23.08, DC06, ST05, 01/01/2017; James Kirchner, Maintenance Mechanic, Physical Facilities, \$21.90, DC06, ST03, 01/01/2017; Anthony Muhle, Maintenance II, Physical Facilities, \$19.71, DC04, ST07B, 01/01/2017; Randy Nofsinger, Maintenance Mechanic, Physical Facilities, \$23.08, DC06, ST05, 01/01/2017; Daniel Zank, Maintenance Mechanic, Physical Facilities, \$22.49, DC06, ST04, 01/01/2017; Gary Zwieg, Maintenance II, Physical Facilities, \$20.91, DC04, ST10A, 01/01/2017; Benjamin P. Schepp, Jail Sergeant, Sheriff, \$27.84, DC08, ST06, 10/29/2016; Kasey R. Young, Deputy Sheriff Patrol, Sheriff, \$27.57 2017 rate, SSU04, ST01, 01/09/2017. STEP INCREASE- James E. Mielke, County Administrator, Administration, \$54.30 - 2017 rate, DC18, ST02, 01/01/2017; John M. Veling, Central Services Director, Central Services, \$30.62, DC08, ST10B, 12/11/2016; Peggy L. Krenz, Child Support Aide, Child Support, \$17.39, DC02, ST14A, 12/02/2016; Debra J. Wolfram, Family Court Counselor, Circuit Court, \$26.96, DC06, ST12B, 11/10/2016; Michelle M. Kenning, Office Manager, Clerk of Courts, \$27.42 - 2017 rate, DC08, ST05, 01/01/2017; Karen S. Schultz, Administrative Assistant, Corporation Counsel, \$21.45, DC05, ST06, 01/04/2017; Christine M. Kjornes, Deputy County Clerk, County Clerk, \$17.68, DC03, ST08B, 11/08/2016; Randy L. Drzonek, County Patrol – West, Highway, \$22.61, DC04, ST14A,

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12/30/2016; Theodore W. Durant, Utility II / Truck Driver – West, Highway, \$18.09, DC04, ST04, 11/23/2016; Brian J. Franke, County Patrolman – West, Highway, \$19.28, DC04, ST07A, 12/02/2016; Mark A. Kollmansberger, Utility II / Truck Driver – East, Highway, \$18.56, DC04, ST05, 12/22/2016; Steven H. Nummerdor, County Patrolman – West, Highway, \$22.61, DC04, ST14A, 12/09/2016; Tonia J. Mindemann, Assistant H.R. Director, Human Resources, \$29.02, DC10, ST02, 11/03/2016; Debra M. Brandenburg, Customer Services Support Specialist, Human Services, \$13.54, DC02, ST03, 12/22/2016; Pamela A. Couperus, Senior Social Worker LTS/APS, Human Services, \$29.93, DC08, ST09B, 12/12/2016; Heidi R. Denure, Economic Support Specialist II, Human Services, \$20.18, DC05, ST04, 12/05/2016; Kristen M. Korth, Economic Support Aide, Human Services, \$15.71, DC02, ST09A, 1/02/2017; Alyssa R. Schultz, Division Manager Clinical Family Services, Human Services, \$40.03, DC14, ST04, 11/10/2016; Carol A. Schwab, WIC Project Director, Human Services, \$31.28 - 2017 rate, DC08, ST11A, 01/01/2017; Joyce A. Fiacco, LR&P Director, Land Resources and Parks, \$45.30, DC14, ST09B, 11/17/2016; Anthony F. Jezyk, Maintenance Mechanic, Physical Facilities, \$21.77, DC05, ST07B, 12/11/2016; David L. Link, Maintenance Mechanic, Physical Facilities, \$23.67, DC06, ST06, 01/02/2017; Anthony L. Muhle, Maintenance II, Physical Facilities, \$19.56 - 2017 rate, DC03, ST12B, 01/01/2017; Paul J. Coopman, Correctional Officer, Sheriff, \$25.74, DC05, ST14B, 01/03/2017; Justin Kontny, Deputy Sheriff Patrol, Sheriff, \$29.66, SSU04, ST5M42, 12/24/2016; Duane Olbinski, Sheriff Patrol, Sheriff, \$30.47, SSU04, ST6M54, 12/20/2016; Karla L. Schultz, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 01/04/2017; Brian Severson, Deputy Sheriff Patrol, Sheriff, \$29.66, SSU04, ST5M42, 12/11/2016; Melissa J. Watkins, Correctional Officer, Sheriff, \$25.74, DC05, ST14B, 01/04/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

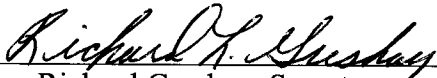
- a) Disciplinary Actions: Eske notified the Committee of an employee with the Sheriff's Office who received a written warning for inappropriate/unprofessional behavior towards a supervisor.
- b) Grievances and Arbitrations: Eske reminded the Committee that mediation with Sheriff Sworn is scheduled for December 14, 2016 at 10:00 a.m.
- c) Eske notified the Committee that the changes to the FLSA have been put on hold until further instructed. No potential employees affected by the original change were notified so the positions originally identified to change were put on hold until further notice.
- d) Eske stated that the ETF Group Insurance Board met in November and deferred discussion regarding State Health Insurance until the December 13, 2016 meeting.


Future Agenda Items: Memo and flowchart regarding reclassifications and new positions, mediation outcomes, revised Expense Reimbursement policy and a review regarding Employee Trust Funds Self-Insurance.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **December 20, 2016 at 9:00 a.m. and January 3, 2017 at 10:30 a.m.** which will be held in room 4C of the Administration Building.

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Meeting adjourned by order of the Chairperson at 9:22 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.